

Dear Students,

I hope you're having a great summer! As I mentioned in a previous email, this summer we transition to the Banner student information system. Starting with activities pertaining to the Fall 2015 term, you will use this new system for several of the tasks you used to complete in SWS. In addition, we will now provide some core student services with the help of LMU's administrative offices (such as Financial Aid, Student Financial Services, and the Office of the Registrar). This email provides you with an overview of what to expect as we transition to the new system this summer, and going forward.

For quick reference, we are creating a Banner transition website to provide the most up to date information about the transition to Banner and resources for you to learn how to navigate the new system. This website will be your go-to place for tutorials on how to use the new system, an archive of all informational emails we send, and eventually it will have quick links to the various enrollment tasks you need to complete.

WHAT IS THIS NEW SYSTEM AND HOW DO I GET INTO IT?

Students will now complete enrollment tasks through an online interface called "PROWL." PROWL (which stands for Personal Records Online Web Link) is a secure web-based, self-service tool which the LMU community uses, and we will now be using, to access academic records, registration information, student accounts, and other services. If you have ever attended LMU, you may be familiar with PROWL. However, please be sure to read all instructions we send you; some LLS tasks in PROWL might differ slightly from how you completed those same or similar tasks for other LMU programs.

You will receive login information for PROWL later this week or next week.

SHOULD WE STOP USING SWS NOW?

Eventually, you will do everything and more in PROWL that you currently do in SWS, starting with enrollment tasks for Fall 2015 (such as accepting your 2015-2016 financial aid package, registering for Fall 2015 classes, and paying your Fall 2015 bill). But we are transitioning from SWS to PROWL on a "rolling" basis. This means that while you are using PROWL for Fall 2015 tasks, you will still need to use SWS for some tasks (such as checking your grades from previous terms, ordering transcripts, or paying bills for any term prior to Fall 2015).

For now, you will still complete tasks in SWS if they pertain to the Summer 2015 term or earlier, such as:

- viewing your student account under the Billing tab
- checking your grades for summer classes
- viewing your unofficial transcript

However, as you know, some of the enrollment tasks for Fall 2015 start as early as the next few weeks. For example, you will start using PROWL as early as July to:

- accept your financial aid awards for the 2015-2016 academic year
- register for Fall 2015 classes
- pay your bill for Fall 2015 (once the bill has been issued)

WHAT SHOULD STUDENTS EXPECT OVER THE SUMMER?

On/around June 25, 2015: You will receive your PROWL login information via email. This email will also give you some information about what you will and will not see in PROWL at this time.

Week of June 29, 2015: You will receive instructions via email about how to register for Fall 2015 classes through PROWL. The interface will be very different from SWS registration, so we urge you to explore this part of PROWL well in advance of the actual registration period.

Week of July 13, 2015: **REGISTRATION:** You will register via PROWL at your assigned time.

FINANCIAL AID: You will receive an email from the LMU Financial Aid Office notifying you that your financial aid package is ready to view in PROWL. You will need to accept your aid package online, in the PROWL system by July 25, 2015, or it will not be reflected in your first tuition bill at the end of July.

Week of July 20, 2015: We will send you instructions about how to pay your Fall 2015 bill, including options to set up a payment plan and to receive your student loan refunds electronically. Please read this email carefully so that you are aware of any policies and rules, some of which may differ from past law school billing practices.

July 25, 2015: You must accept your 2015-2016 financial aid package by this date, or your financial aid will not be reflected in your first bill for the Fall 2015 term.

July 27, 2015: **BILLING:** You will receive your Fall 2015 bill.

PLEASE READ ALL EMAILS FROM LLS AND LMU!

Throughout the summer, we will provide you with instructions and information to make sure that, for you, the switch to this new system is as seamless as possible. If you have questions, you can always ask law school staff for assistance. Please note that, by integrating student information systems with LMU, we will now also have support from the offices at LMU. As a result, you will receive communications, instructions and requests from LMU, including the Financial Aid Office and the Student Financial Services Office. It is imperative that you read their emails – please do not discard them assuming they are “mass emails” that don’t pertain to you.